

August 8, 2003

Hyde Leadership Public Charter School
Ms. Joanne Goubourn
101 T Street, NE
Washington, DC 20002

Dear Ms. Goubourn:

We want to thank you and your staff for the effort you made to gather the necessary information to complete the nutritional analysis of your school menu. The purpose of this School Meal Initiative (SMI) review is to measure the progress you have made in providing healthy meals that meet the USDA nutrition goals for the School Breakfast and National School Lunch Programs (7 CFR 210.10).

The SMI review includes an on-site visit for a meal review and collection of menu food items documentation; checking for compliance with the meal pattern; checking for completeness of production records; and a detailed computerized nutrient analysis of the meals you served during the week of May 12-16, 2003 based on the documentation provided.

The site visit was on May 30, 2003 and was conducted by Nicole Carmichael from CN Resource representing the State Education Office. At that time, no documentation supporting the menu (production records, recipes, and nutrition facts labels) had been gathered and prepared. Ms. Linda Hertton did agree to collect the necessary information, and send it within two weeks (by June 13). We received the packet on June 25th. Enclosed were production records, a hand written menu, and some recipes and nutrition facts labels.

Unfortunately, we were still unable to conduct an analysis due to the following reasons:

- The supporting documentation is not complete - nineteen nutrition facts labels for processed food items were not provided, as well as yields and portion sizes for many of the recipes.
- The delay in getting the initial supporting menu documents has exceeded the timeline for gathering more information and completing the analysis for the 2002-2003 school year.
- The lack of specific details needed from the production records - your production record describes two different grade group portion sizes- elementary and upper grade students - for the menu items. It was explained to us, and we observed during the on-site visit, that the program is on offer

vs serve – meaning the children can refuse food items. It was also described to us that although you typically have a second entrée prepared each day, as reflected on the production record, you do not necessarily serve both entrées to the elementary students. Number of portions planned for each grade group, as well as the portion size, for each entrée would need to be recorded. These records do not provide us with this level of detail production planning; this type of information cannot be gathered after the menu week is already completed.

For clarification, here is one example: On Monday, May 12th you had Chili Dogs. The beef/turkey for the chili is described as using 20# total. The portion size is described as 1 oz of beef and 1 oz of turkey for the older students, and ½ oz of each for the elementary students. The 20# provides less than 320 oz of meat due to shrinkage with cooking. If you are preparing meals for 435 older students and 140 elementary students, you would need 1010 oz of meat. The recipe itself gives quantities of ingredients, but does not give a total yield and portion size. The production sheet also indicates 760 hotdogs being prepared. It is unclear how many students may be getting 2 oz portions of chili, how many are getting 1 oz portions, and how many are receiving hotdogs without the chili.

- It is critical that the production record reflect this type of information as it has a significant impact on the nutrition analysis.

In order to measure your menus against the USDA nutrition goals for the School Breakfast and National School Lunch Programs (7 CFR 210.10), you will have a follow-up SMI review and CRE in the fall. You will be notified of the week for the SMI review in advance in order to give you the opportunity to provide all the information and documentation necessary to complete the analysis. In anticipation of this follow-up review, the following corrective action needs to be taken:

<p style="text-align: center;">Corrective Action Meal Pattern and Nutrition Standards Compliance</p>	
Observations/Finding	Recommendations
Production records not accurately completed with planned production numbers. It is a requirement of the federal regulations (7CFR 210.10 (a)(3)) to maintain production records.	<ul style="list-style-type: none"> ♦ Production records with <u>planned number</u>/total portions for each item, including milk and condiment varieties, should be accessible before each meal service. The planned number reflects an estimate of how much of each menu item is expected to be served – if only 20 students out of 100 are expected to take green beans, then your production sheet should indicate that 20 ½ cup portion of green beans are planned for production and that is the number that should be

<p>Production records continued:</p>	<p>recorded. Your unit/cs column on your production record can then also reflect that planned number.</p> <ul style="list-style-type: none"> ♦ The total number of students expected to be served should be recorded on the daily production sheet. You had indicated the census, but is that how many students you expect to eat in your cafeteria each day? ♦ Served numbers and leftover numbers need to be recorded at the end of meal service to ensure accuracy. ♦ These records must show how the meals contribute to the required food components, and how the meals contribute to the nutrition standards. Portion sizes for fruits and vegetables can be weighed (your portions indicate "2 oz", or 3 oz", however, a volume measure should be recorded, i.e. ½ cup, ¼ cup, etc. to determine compliance with meeting the meal pattern requirements, and for use of serving scoop sizes for portion control. ♦ Any substitutions made to the planned menu must be recorded and accounted for on production records. ♦ If you have different portion sizes and menu items offered to the different grade groups, the production record must reflect what is offered to each grade grouping.
<p>The production sheet indicates only 4 oz. of milk is served to elementary students. Federal regulations (7CFR 210.10 (m) (1) requires 8 oz. of milk be served for a reimbursable meal.</p>	<p>Offer 8 oz. of fluid milk to all students as part of the reimbursable meal.</p>
<p>Recipes need to be standardized for amount of each ingredient, yield of total recipe, and size of one portion.</p>	<p>These components of a recipe are necessary to determine how much of each ingredient in a recipe goes in to a single portion offered to a student.</p>

Nutrition Fact Labels	<p>It is required that you provide Nutrition Facts Labels for all processed food items used in the menu that is analyzed for the SMI. This includes items such as pancake mix, sausages, juices, processed chicken patties, salad dressings, breads, etc. It is a good habit to collect all NFL during the year so:</p> <ul style="list-style-type: none">♦ You are aware of the nutrition content of the processed foods you offer♦ You then have them available when the SMI review is conducted.
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Enclosed you will find:

- ♦ A handout on *Tips on Menu Modifications for Healthy School Meals* for menu planning information.
- ♦ A copy of the production record for Monday, May 12 used in the example above.

If you have any questions regarding your SMI review, please contact the State Education Office at 727-6436, or Linda Rider or Nicole Carmichael at CN Resource, 1-888-546-3273.

Sincerely,

Dr. Cynthia Bell
State Director

cc: Wendy Smith